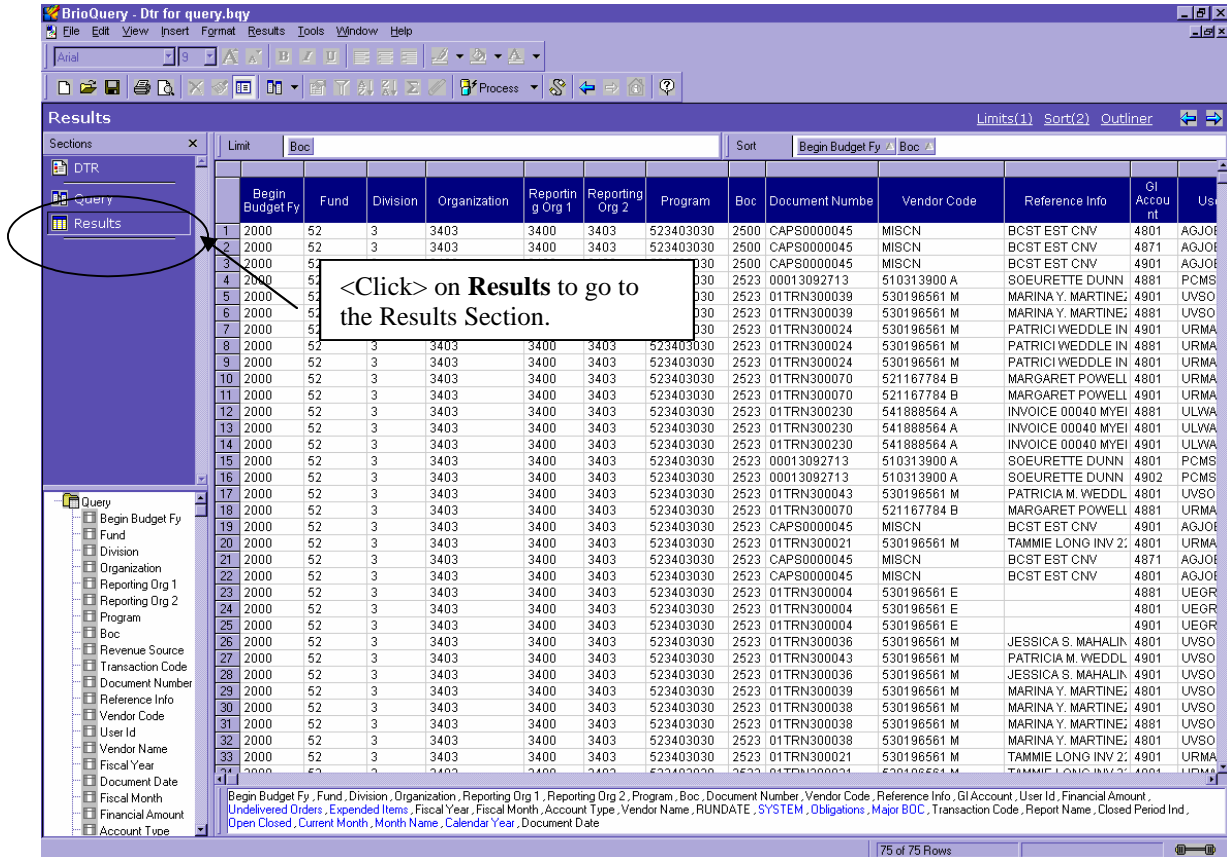# CHANGING AN EXISTING RESULTS

➢ **Process** the report at this time so that the report contains data to fill the results and report sections.

## Step 1:



1. <**Go to**> the **Results** section of the report. <**Click**> on **Results** Button under Sections.

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## Step 2:



2. Add a Document Date to the limit in the results line. This allows you to pull the info off the web once and change the limit depending on what you want to see. <**Scroll**> over to the **Document Date** which will be at the last column on the right. <**Click**> on the header which will be highlighted and <**drag**> the **Document Date** to the **Limit line**. If the Limit line is not active <**click**> on **Limit** on the line with the **double blue arrows**.

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**Step 3:**



Limit: Document Date

Name: Document Date      OK

☐ Include Nulls      Cancel

☐ Not Between      Ignore

✗ ✓      Help

Show Values      12/07/00
Custom Values      12/12/00
Select All
Remove        Options

<Click> on the down arrow and choose the between option.

Type the Dates here
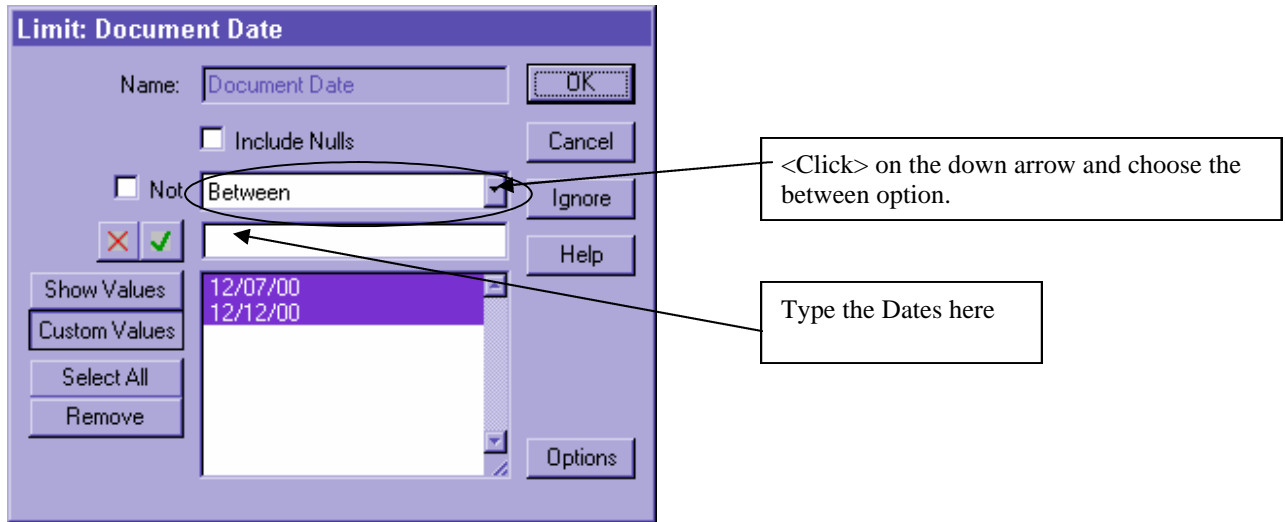
3.  A limit box will appear when you have successfully moved the Document date to the limit box. <**Choose**> the **Between** option in the box.  This allows you to pick 2 numbers. <**Type**> in the **dates** you want to see.  In this example everything from December 7, 2000 and December 12, 2000.

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# Step 4:



4. All the information is still available on this query. The other information is hidden until you remove this limit or change it. Your report will only show the information available in the request. To remove a limit, <**click**> on the **limit** and <**press**> the **delete key**. <**Double clicking**> on the **limit** allows you to change the limit. To ignore limit: <**Click**> on **limit** and <**click**> on **ignore**.

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**Step 5:**



5.  Adding a sort for Document Date.  If the Sort Line is not active <**click**> on **Sort** on the line with the double blue arrows.  <**Scroll**> to the **Document Date** column, and <**click**> on the **header**.  <**Drag**> and <**drop**> the column into the **Sort** line.  <**Click**> and <**drag**> the **Document Date** to before the BOC sort.  This way it will sort FY and then the date before doing the BOC.  <**Click**> the **Sort Now** button.

- Remember to save the report so that you will not lose your changes.
- **Continue on to "Changing a existing report".**

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